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| Montana Department of Public Health & Human Services | Policy |
| | MT CACFP 2011-5 |
| | Section: All Institutions |
| Child and Adult Care Food Program | Subject: Child Enrollment |
| | New: 6/13/2011 |

CHILD ENROLLMENT

The CACFP requires that a child must be enrolled at the child care facility in order to receive CACFP benefits at that facility. For CACFP purposes, the enrollment system must capture the name of the child care facility, the name of the child, the normal days and hours the child is in care, and a parent signature.

Child Care Centers

For child care centers, the State agency accepts any of these methods to meet this child enrollment requirement for CACFP:

1) A Sign-in and Out Sheet.

A sign-in and out sheet system exists that contains the child's name and the clock time the child/children arrives and departs from the child care facility each day, and each day the sign-in and out times are signed or initialed or entered electronically by a parent or guardian. At-risk afterschool programs and outside school hours programs may use a simple list of names of children in attendance for that meal. Emergency shelters may use the official written date of arrival and departure of that child to the facility, and no daily sign-in and out is required.

2) A Roster.

Head Start Programs, or other child care programs who have a list of children enrolled in the CACFP, whose attendance is permanent and required, and where care and classes begin and end at the same time each day, may use a roster that contains the names of all of the children enrolled is satisfactory to the CACFP that these children are enrolled.

3) A CACFP Enrollment Form.

A CACFP Enrollment Form is provided by the State Agency and is located on the CACFP website at www.bestbeginnings.mt.gov or is available by request to the State agency. This form must be signed and dated by the parent or guardian and must be updated annually.

Day Care Homes

For day care homes, the State agency requires that the child new to a day care home facility be enrolled in the CACFP using a Child Enrollment Form prior to child's meals being claimed for reimbursement. The Child Enrollment Form must be updated annually and signed by the parent or guardian in a re-enrollment process.

[Reference: CACFP Policy # 02-05. Collection of Required Enrollment Information by Child Care Centers and Day Care Homes.]